

Using Spelling and Grammar Check and Thesaurus Summary

Microsoft Word (MS Word) is a word-processing program used to create a variety of files. Examples include letters, résumés, formal papers, and bulleted or numbered lists.

Files can be edited with the help of *Microsoft Word's* Spelling and Grammar Check and Thesaurus.

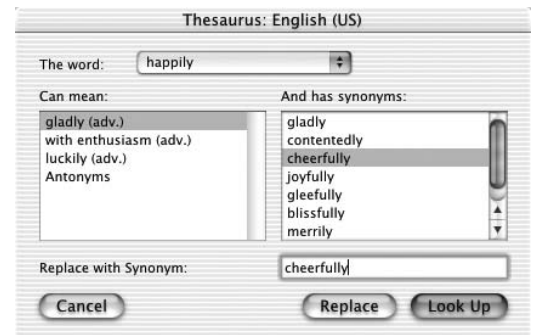
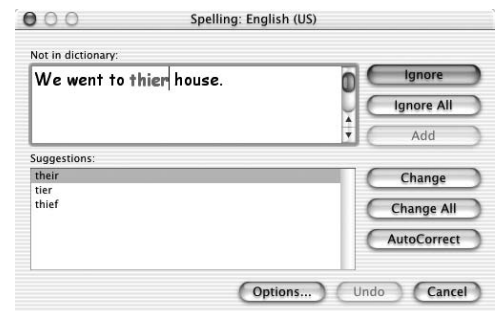
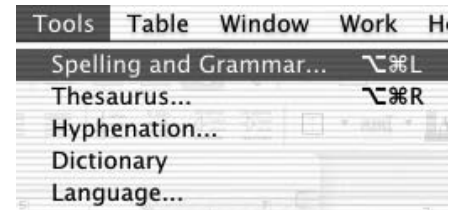
Step-by-Step Directions

Using Spelling and Grammar Check

1. Click on **Tools** on the Menu bar and choose **Spelling and Grammar...**
2. *Microsoft Word* will list a word not included in the dictionary that is likely to be a misspelling or grammatical error.
3. Click **Ignore** to leave the word or grammar as it appears.
4. Click **Ignore All** to leave the word or grammar as it appears throughout the file.
5. To change a word or the grammar of a sentence, select a word or suggested change from the list.
6. Click **Change** to change the word or grammar to the suggestion.
7. Click **Change All** to make the change throughout the file.
8. Click **OK** when *Microsoft Word* is finished checking the file.

Using the Thesaurus

1. Highlight the word you want to replace.
2. Click **Tools** on the Menu bar.
3. Click **Language** and choose *Thesaurus*. [On a Macintosh: Click **Tools** on the Menu bar and choose **Thesaurus**.]
4. Choose a meaning or synonym that closely matches the meaning of the word you are replacing.
5. Choose a replacement word by selecting a word from the list and clicking **Replace**.



Quick Tip

You can right click on spelling errors or grammar problems as you work on a file and *Microsoft Word* will offer suggestions to correct the error or problem. If you cannot right click, hold down the **Ctrl** key and click on the error.